

3 November 1969

MEMORANDUM FOR: Chief, Records Center, A-18, [REDACTED] 25X1A6a

SUBJECT : Moveable Shelving, A-18

REFERENCE : Attached Memo from [REDACTED]
of Engineers, dated 30 October 1969

25X1C4a

1. The following comments are for your information or action as indicated:

a. Item 2a - Have prepared memo for Security Officer requesting firm decision on this.

b. Item 2b - Yes, performance specs are acceptable and most logical for the initial bid invitations. Each interested manufacturer will submit layouts, costs, etc. and they can be compared. After a definite selection has been made the procurement/contract division can then write out detailed specifications further extending the original performance specifications. We must have three responsible bidders to satisfy procurement regulations unless we want to go through the pains of writing a justification for proprietary brand item with no competitive bidding.

c. Item 2c - We need a written list of restrictions to be placed on the contractor such as: (1) maximum space he will be allowed to work in at one time; (2) type of clearances workmen must have; (3) restrictions on entry and exit of workmen and/or materials; (4) storage space for shelving, tools, supplies while job is underway; (5) will there be any periods during contract when contractor will not be allowed access to building? (6) will each crew require a full time escort at all times? Any information you can supply will be helpful. This is your building and your work must continue during construction of new shelving - so the contractor will be allowed to work only when and where it will not interfere with your operations.

d. Item 2d - Correct. One contract for the shelving & pads and one for the needed changes in electrical, lighting, and mechanical. It is anticipated that such changes could be made in the period between placing of contract for shelving and completion of the shop fabrication.

e. Item 2e - All questions will still go through this office. Security cannot allow District to contract the factories directly.

[REDACTED] 25X1A9a